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## FIND IT - FIX IT RULES

### IN ORDER TO BE A QUALIFIED ENTRY, THE EMPLOYEE MUST:

1. Initiate the fix. It does not count if the fix was already in progress.
2. See safety hazard or property issue to completion. Only when the fix is complete may you enter.
3. Routine preventative maintenance and/or normal work duties are excluded from this program.
4. A supervisor's signature is required prior to submission.
5. One entry per safety hazard or property issue, however, you may fix as many safety hazard or property issues as you like.
6. Entries are accepted through the calendar year and should be sent to:

Courthouse  
Risk Management - RM. 302

or

scanned and emailed to [finditfixit@milwaukeecountywi.gov](mailto:finditfixit@milwaukeecountywi.gov)

7. The winners will be contacted in the order they are selected and will have first choice of the selected prizes.

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## FIND IT - FIX IT SUBMISSION

**NAME:** \_\_\_\_\_ **CLOCK #:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**SAFETY HAZARD:** ☐ **PROPERTY ISSUE:** ☐

**DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THE FIX:** \_\_\_\_\_

\_\_\_\_\_

**SUPERVISOR**  
**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_